

How to Unofficially Evaluate Transfer Credits in MyCSN

Please note: Evaluations completed through this process are estimates and are subject to review by CSN. Official transcripts of coursework will be required before a final determination can be made. Official evaluations will not be completed until the Office of the Registrar is in receipt of OFFICIAL transcripts (sealed envelope from the sending institution). Additional information regarding transfer credit evaluations can also be found on <https://www.csn.edu/transferring-csn>.

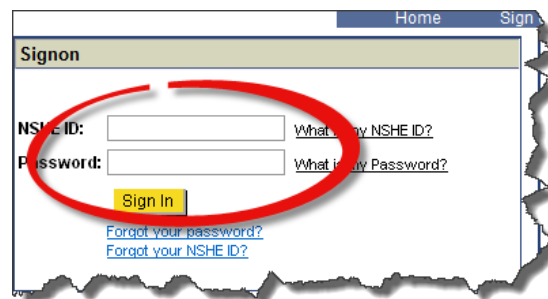
1. Before accessing your MyCSN student account, make sure you validate your account and register your password.
 - a. To validate your account:
 - i. [Click here validate your CSN student account](#)
 - ii. Click on the **Account Validation** link
 - iii. Enter your NSHE ID (ten-digit number) and last name as it appears on your CSN admissions email.
 - iv. Enter your Personal Identification Number (PIN). It is the last four digits of your social security number (SSN). If you did not provide your SSN on your admissions application, enter 9999.
 - b. To register your password:
 - i. [Click here to register your password](#)
 - ii. Click on the **Reset Password** link
 - iii. Click on **Password Registration**
 - iv. Follow the on screen prompts to register your password
 - c. If you encounter any issues validating your account or registering your password, call (702) 651-5555.

2. After validating your student account and registering your password, log on to <https://go.csn.edu/LoginPolicy.jsp>.

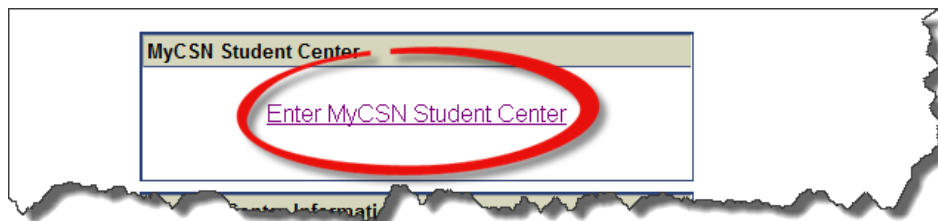
3. Click on the MyCSN tile.



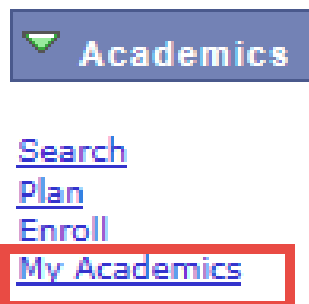
4. If required, enter your login credentials again.



5. Click on the **MyCSN Student Center** hyperlink.



6. Under the Academics section, select the **My Academics** link.



7. Select the **Evaluate my transfer credits** link.

Transfer Credit	Evaluate my transfer credits
	View my transfer credit report
Test Scores	View my Test Scores
Course History	View my course history
Transcript	View my unofficial transcript
	Request official transcript
Enrollment Verification	Request enrollment verification
Program/Plan Change	Request Program/Plan Change

8. Click on the **Create New Model** button. *Please note: Evaluations completed through this process are estimates and are subject to review by CSN. Official transcripts of coursework will be required before a final determination can be made.*



Evaluate My Transfer Credit

Step through this process to evaluate how credit earned at selected institutions may be transferred to our school.

At the end of the process, you can generate an academic advisement report that takes into consideration the transfer credit you reported.

To begin, either select CREATE NEW MODEL or select an existing model from the list.

[CREATE NEW MODEL](#)

NOTE: Evaluations completed through this process are estimates and are subject to review by the institution. Official transcripts of coursework will be required before a final determination can be made.

9. Select the appropriate values for all fields preceded by an asterisk (*), then click on the **Next** button.

Evaluate My Transfer Credit

Transfer Credit Model Information



Find the academic career, program of study, academic major, and term information to which your coursework will apply.

NOTE: Transfer rules are defined for the Academic Program, but may also be defined for the academic major. If you do not find a major listed or cannot locate the major you are transferring to, leave this field blank.

*What academic career interests you?

Undergraduate

*In what institution are you interested?

College of Southern Nevada

*When will you begin your course of study?

*What program of study interests you?

What major interests you?

* Required Field

CANCEL

NEXT

10. Click on the magnifying glass next to the **External Org ID** field.

Evaluate My Transfer Credit

Transfer Credit Source Information



Find the institution where you completed the coursework you wish to transfer.

If you do not find the name of the school you attended or are currently attending, then we have not yet established transfer equivalencies with this institution. Please contact our Admissions/Records Office for assistance.

External Org ID 

PREVIOUS

NEXT

11. Change the value in the drop down list next to **Description** to **Contains**, then type in your institution's name. For example, instead of typing in **University of South Dakota**, just type **South Dakota**. Enter a city and a state, if desired, then click on the **Look Up** button. Click on the appropriate name of the school.

Look Up External Org ID

Academic Institution: CSN01

External Org ID: begins with

Description: contains

City: begins with

Country: begins with

State: begins with

Look Up Clear Cancel [Basic Lookup](#)

Search Results

View 100 First 1-3 of 3 Last

External Org ID	Description	City	Country	State
1100050335	South Dakota School of Mines &	Rapid City	USA	SD
1100050336	South Dakota State University	Brookings	USA	SD
1100011698	University of South Dakota	Vermillion	USA	SD

12. The institution's external organizational identification will auto populate in the appropriate field. Verify the name of the institution, then click on the **Next** button.

Evaluate My Transfer Credit

Transfer Credit Source Information



Find the institution where you completed the coursework you wish to transfer.

If you do not find the name of the school you attended or are currently attending, then we have not yet established transfer equivalencies with this institution. Please contact our Admissions/Records Office for assistance.

External Org ID

PREVIOUS

NEXT

13. Enter appropriate values in each of the fields. Select the magnifying glass next to the appropriate fields in order to determine the correct values to enter. Once you have completed entering all courses from the institution (University of South Dakota, in this example), click on the **Submit** button.

Evaluate My Transfer Credit

Education Data



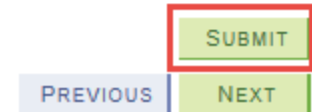
For each class enter data in each of the fields. If you do not find a Subject and Course Nbr Combination, the course is not transferrable.

To add additional courses, Select the Add Another Class link. When you are finished, select the Submit button.

	*Year	*Term Type	*External Term	*Subject	*Course Nbr	*Units	*Grade	
1	2014	Semester	FALL	ART	111	3.00	B	Delete
2	2014	Semester	WINT	GEOL	201L	3.00	B+	Delete

[Add Another Class](#)

* Required Field



14. A report will be generated that will inform you what CSN's equivalent course is. **As a reminder, evaluations completed through this process are estimates and are subject to review by CSN. Official transcripts of coursework will be required before a final determination can be made.**

Evaluate My Transfer Credit

Transfer Credit Results



View your results. Select the View Transfer Equivalency Details button for further information.

Group	External Course	Units Taken	Grade In	Status	Internal Equivalent	Units Transferred	Grade
1	GEOL 201L	3.00	B+	Accepted	GEOL 103	3.000	TB+
2	ART 111	3.00	B	No Rule			

[VIEW TRANSFER EQUIVALENCY DETAILS](#)

[PREVIOUS](#)

[NEXT](#)

15. If there is another institution you would like to submit, or you would like to edit an institution that you have previously entered, please follow steps 4 through 12 above. Select the radio button and click on the **Edit Selected Model** to edit an institution that you previously entered or click on the **Create New Model** to submit another institution.

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To begin, either select CREATE NEW MODEL or select an existing model from the list.

	Career	Institution	Articulation Term	Academic Program	Academic Plan	Transferred from
<input type="radio"/>	Undergraduate	College of Southern Nevada	2016 Fall	Degree/Certificate Seeking		University of South Dakota

[EDIT SELECTED MODEL](#)

[DELETE SELECTED MODEL](#)

[CREATE NEW MODEL](#)